

Use reverse side for comments.

Name of property									Date (month, year)			
DELIVERED TO VEHICLES												
DATE (month, day year)	GALLONS OF GAS	QUARTS OF OIL	COMMISSION NUMBER	SIGNATURE OF DRIVER	DATE (month, day year)	GALLONS OF GAS	QUARTS OF OIL	COMMISSION NUMBER		SIGNATURE OF DRIVER		
RECEIVED							SUMMARY					

RECEIVED							SUMMART			
DATE (month, day year)	GALLONS OF GAS	QUARTS OF OIL	RECEIVED BY	NAME OF VENDOR	TICKET NUMBER		GAS	OIL	SUMMARY	
									Total received	
									2. On hand 1st of month	
									3. Total of 1 and 2	
									Less delivered to vehicles	
									5. Balance of 3 less 4	
									6 Actual balance (by "stick")	
									7. Less shrinkage	
									8. Total on hand at end of month	
Signature of Property Manager								Date (month, day, year)		